



Creating a citizen account in OH|ID

The InnovateOhio Platform

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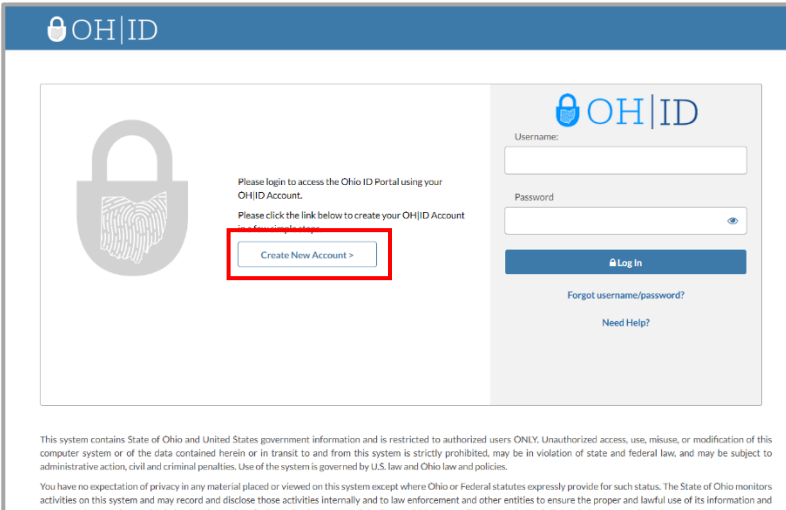
Overview

This job aid is intended to provide an overview for creating a new account via OH|ID.

Step-by-Step Guide

Step 1 – Click the “Create New Account” hyperlink

Navigate to <https://ohid.ohio.gov> and click **Create New Account**.



OH|ID

Please login to access the Ohio ID Portal using your OH|ID Account.
Please click the link below to create your OH|ID Account

Create New Account >

OH|ID

Username:

Password

Log In

Forgot username/password?
Need Help?

This system contains State of Ohio and United States government information and is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to and from this system is strictly prohibited, may be in violation of state and federal law, and may be subject to administrative action, civil and criminal penalties. Use of the system is governed by U.S. law and Ohio law and policies.

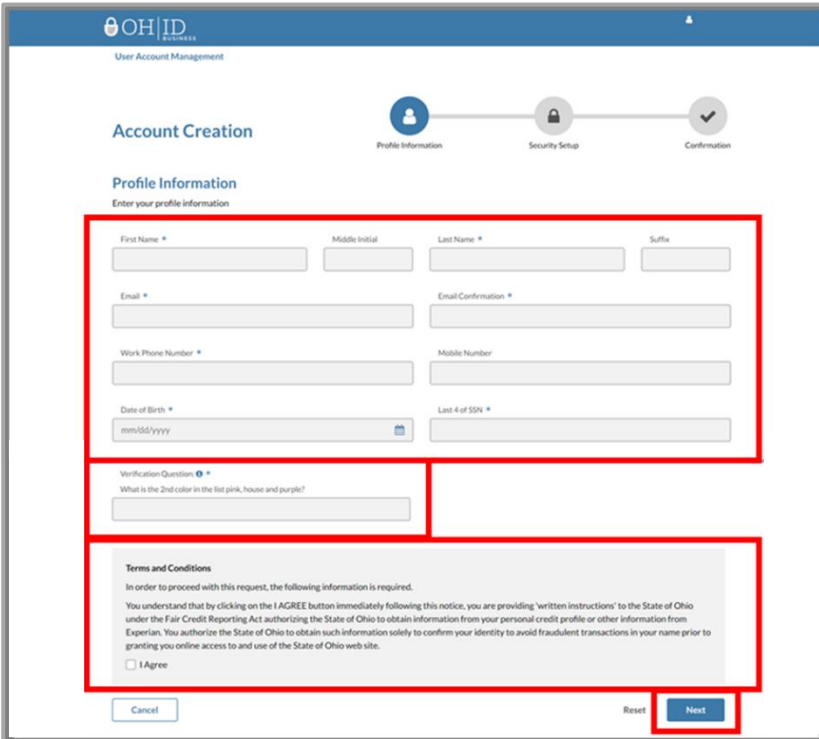
You have no expectation of privacy in any material placed or viewed on this system except where Ohio or Federal statutes expressly provide for such status. The State of Ohio monitors activities on this system and may record and disclose those activities internally and to law enforcement and other entities to ensure the proper and lawful use of its information and resources in accordance with federal and state law. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, received or stored on this system.

Step 2 – Fill out the information on the **Profile Information** page

The first step of the OH|ID account creation process is completing the **Profile Information** page. To do this:

- Enter your contact and demographic information.
 - **NOTE:** Required fields are marked with an asterisk (*). The last 4 digits of an SSN and mobile number are **not** required fields.
- Answer the verification question.
- Read and accept the OH|ID terms and conditions by checking the box next to "I Acknowledge."

Once you have entered all the necessary information and accepted the terms and conditions, click **Next**.



OH|ID
User Account Management

Account Creation

Profile Information Security Setup Confirmation

Profile Information
Enter your profile information

First Name * Middle Initial Last Name * Suffix

Email * Email Confirmation *

Work Phone Number * Mobile Number

Date of Birth * Last 4 of SSN *

Verification Question *
What is the 2nd color in the list pink, house and purple?

Terms and Conditions
In order to proceed with this request, the following information is required.
You understand that by clicking on the I AGREE button immediately following this notice, you are providing 'written instructions' to the State of Ohio under the Fair Credit Reporting Act authorizing the State of Ohio to obtain information from your personal credit profile or other information from Experian. You authorize the State of Ohio to obtain such information solely to confirm your identity to avoid fraudulent transactions in your name prior to granting you online access to and use of the State of Ohio web site.

☐ I Agree

Cancel Reset Next

On the **Create Your OH|ID Account** page, create your OH|ID username and password following the password guidelines on the right-hand side of the page. Then establish at least one password recover option. It's recommended you enable all three (personal email, mobile phone, security questions).

Create Your OH|ID Account

Profile Information

Security Setup

Confirmation

Create OH|ID Username and Password

Provide username and password information to complete your profile.

Username

SampleUserName

Password

••••••••

Confirm New Password

••••••••

Username Guidelines:

- Must have at least 6 and no more than 64 characters in length
- Username cannot start or end in a special character
- Username cannot contain only numbers
- The following are valid characters that can be used in an OH|ID username:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Select special characters (_ . - @) Note: No other special characters are permitted

Password Guidelines:

- Must have at least 8 and no more than 30 characters in length
- Must contain 1 character from each of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (!\$%&~*~&"+-~<>(){}%~"/?)
- Password cannot include your first name, last name, username, or OH|ID
 - Example: If your name or username is John Smith, your password cannot contain "John" or "Smith"

Choose Password Recovery Methods

You can select more than one method.

Email

You will receive a temporary PIN on your email address to reset the forgotten password.

Mobile Number

You will receive a temporary PIN on your mobile number to reset the forgotten password.

Security Questions

Security Questions can be used to reset the forgotten password.

Mobile Number

Security Question #1

Please Select Question #1

Enter security answer

Security Question #2

Please Select Question #2

Enter security answer

Security Question #3

Please Select Question #3

Enter security answer

Security Question #4


Please Select Question #4

Enter security answer

Cancel

Back

Create Account



You will receive a code in the provided mobile number, please input that code in the below input

Please validate the mobile number.

Validate code

Step 4 – Click the “Go to Login” button to enter the OH|ID platform

Click **Go to Login** to return to the OH|ID login page.

